COLLIS PRIMARY SCHOOL
PARENT FOCUS GROUP
10 March 2017

MINUTES

PARENT FOCUS GROUP MEMBERS

School:
Kevin Hogston Headteacher & Chairman
Jane Way Deputy Headteacher

Parent members:

	Year Grp	Children	Representation
Sally Owen	Reception	Rec, Yr2	
Alison Driver	Year 1	Yrs 1, 2	
Sandra Horsfield	Year 2	Rec, Yr2	Working mum
John Kirwan	Year 2	Rec, Yr2	Working dad
Jennie Alexandre	Year 3	Yr3	
Helen Samuel	Year 3	Yrs 1, 3	Working mum
David Tregear	Year 4	Yr 4	Working dad
Salwa Wardeh	Year 5	Yr 5	
Jane Bates	Year 6	Yrs 1, 4, 6	

Governors:
Julia Combe
Denece Hart

CSA:
Amanda Beningfield
Frances Wells

Apologies:
John Kirwan, David Tregear, Denece Hart

'WHAT IS WORKING WELL'

1. **Maths Workshops** were very well received. The morning session was better attended and it was thought 9.00 is the best time to hold such events. Members requested that the workshops would be better if tailored to a year group or key stage rather than one session for all.

2. **Food Taster Sessions**
Kitchen staff are encouraging the children to vary their choices and to try different meals by offering taster pots. Meals are also being labelled, in case they do not recognise their favourites!

3. **World Book Day** was a really enjoyable and positive experience. The children loved it. It was combined with the Spelling Bee, that the children took extremely seriously and was very successful in raising the profile of spelling.

MINUTES OF PREVIOUS MEETING

1. **Signing up for Clubs**
We aim to start an on-line system for club registration in the Autumn Term. Information about the clubs to be offered next term will be distributed before Easter. Registration will not take place until after Easter. We will endeavour to give parents as much notice as possible.

2. **Parent Fund**
KH reported that we are waiting for our Tax Relief Code from HMRC which is promised within the next couple of weeks. Letters to parents will be distributed before the Easter holiday. The letter will give details of how to gift-aid a donation by using My BT Donate. It will also highlight the 'Give As You Earn' scheme where a monthly charitable donation, taken before tax, is matched (or better) by an employer.

The letter will include details of the school budget and where the areas of greatest need are. KH will explain the importance of the parent fund and where the money will be spent. We will reintroduce the thermometer to the newsletter that will show progress towards our target figure. The suggested amount will be £60.00 per child, per year. This is a voluntary contribution and, of course, donations of more or less will be very welcome.

3. **Parking** is an ongoing problem. Double yellow lines have been painted outside the school gates on Fairfax Road. We are still experiencing problems. The zigzags on Fairfax and on Cromwell Roads will be repainted. Traffic enforcement officers are now regularly patrolling the two school entrances.

4. **E-Safety**
Disappointingly, the E-Safety talk for parents in February was very poorly attended. There were train problems that evening, but it was thought a 9.00 am slot, rather than an evening slot, would be better attended. Teachers continue to reinforce the importance of internet safety, especially with the older children where it was noted that the messages are really getting through.

COMMUNICATION from school to home

We are always looking for ways to improve communication between school and home. Unfortunately, some parents do not read the weekly newsletters and are unaware of the information that is available on our website. Members were asked if they could suggest more convenient ways for parents to receive correspondence, perhaps by using 'smart' technologies. The school is presently investigating other options and will seek the group's comments.

HOMEWORK (or HOMELEARNING)

Homework is a big subject and it will be the first agenda item at the next meeting in June.

AOB

1. **Mixing up classes**
   This is not something we do at Collis. Sometimes there are problems within a particular class and individuals may be moved. This will be discussed more fully at the next meeting.

2. **International Women's Day**
   The school would be pleased to welcome female speakers from different career backgrounds to visit school. KH invited members to send contacts to him. Recently Rebecca Adlington visited Collis as part of the Women in Sport initiative. James Loizos is working on a similar project. Members were keen to invite parents to talk to the children about their careers.

AGENDA ITEMS FOR NEXT MEETING

1. Homework
2. Mixing up classes

DATE OF NEXT MEETINGS
Friday 1 May, 2 pm
Friday 30 June, 2 pm